

CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES  
BOARD MEETING MINUTES

The Caswell County Department of Social Services held its monthly meeting on March 20, 2014 at 10:00 a.m. in the Conference Room of the Caswell County Department of Social Services. In attendance were Mr. Jeremiah Jefferies, Chairman; Mr. Larry Hamlett; Mr. David Owen, Ms. Marylene McCain; Mr. Kenneth Travis; Mrs. Debbie Rascoe, Administrative Assistant and Ms. Dianne Moorefield, Secretary to the Board.

Mr. Jefferies called the meeting to Order at 10:00 a.m. The agenda for the meeting was reviewed and amended to reflect the meeting time of 10:00 a.m. rather than the usual time of 9:00 a.m. The amended agenda was approved upon a motion by Ms. McCain and second by Mr. Owen. Minutes of the meeting held February 18, 2014 were reviewed and approved upon a motion by Mr. Owen and second by Mr. Travis. There was no public address to the Board.

Budget Amendment #9, a transfer of monies in the amount of \$4,100.00 from Salaries to Capital Outlay was approved upon a motion by Ms. McCain and second by Mr. Hamlett. Budget Amendment #10, an additional CP&L Energy Assistance allocation of \$1,040.00 was approved upon a motion by Mr. Travis and second by Mr. Hamlett.

Results of the Non-Emergency Medical Transportation (NEMT) Review were presented to the Board. Board Members were informed that LIEAP (Low Income Energy Assistance Program) funds have been exhausted but we continue to have a CIP balance of \$14,813.00 to continue to assist eligible families with heating needs.

Board Members were informed that candidates have been selected to fill our two clerical vacancies. As soon as confirmation is received from the Office of State Personnel as to their classification qualifications, the candidates will be notified and their beginning dates of employment will be determined. Board Members were also informed that one of our CPS Social Workers, Ms. Christina Ragland, submitted her resignation, to be effective the end of the month, in order to accept a position in another county. Members of the Board were also informed that work is being done on the budget and of the recent need to bring 5 new children into foster care.

Supervisors attended the meeting and reported on work within their respective units. All were present except Ms. Breedlove who was participating in Child Support Court.

The next regularly scheduled meeting of the Social Services Board was scheduled for April 15, 2014 at 9:00 a.m. in the Conference Room of the Department of Social Services.

Upon a motion by Mr. Travis and second by Ms. McCain the Social Services Board meeting was adjourned at 10:25 a.m.

Respectfully Submitted,

  
Jeremiah Jefferies, Chairman

4/15/14  
Date

  
Dianne C. Moorefield, Secretary

4/15/14  
Date



## BUDGET AMENDMENT #

11

DSS

4/7/2014

Be it ordained, the FY 2013-2014 Annual Budget ordinance is hereby amended as follows:

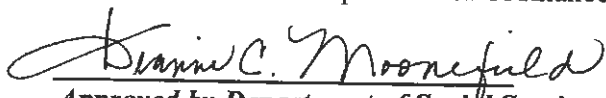
**Establish new line items for funding source Family Reunification allocations**

<i>Expenditures: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Prior Total Funding Authorization</i>	<i>Additional Allocation Increase/ Decrease</i>	<i>Amended Balance</i>
Family Reunification	100.5410.499.600	0 \$	4,876.00	\$4,876.00
<b>Total Expenditures</b>			<b>\$4,876</b>	<b>\$0.00</b>

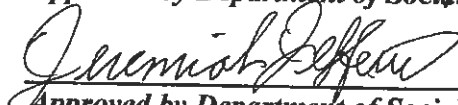
<i>Revenues: Increase/(Decrease)</i>	<i>Account Code</i>	<i>Increase/ (Decrease)</i>	<i>Balance</i>
Family Reunification	100.3539.360.600	0 \$	\$4,876
<b>Total Revenues</b>		<b>\$4,876</b>	

*Justification: To budget allocation changes by the NC Department of Health & Human Services as authorized by state funding authorization.*

That all Ordinances or portions of Ordinances in conflict are hereby repealed.

  
Approved by Department of Social Services Director

4-7-14  
Date

  
Approved by Department of Social Services Board

4-15-14  
Date

Paula Seamster, Clerk to the Board  
Approved by Caswell County Board of Commissioners

Date

# SOCIAL SERVICES BOARD MEETING

April 22, 2014

- I. Overdue Application Report for March - 2014- One in NCFast  
Overdue Application Report for March – 2014 Two in EIS
- II. Medicaid Eligibility

April - 2013	April - 2014	NCFast – APRIL 2014
Open Cases – 3,973	Open Cases – 3,931	Open Cases – 2,627
Open People – 4,724	Open People – 4,727	
Authorized People – 4,621	Authorized People – 4,500	

- III. North Carolina Health Choice

April - 2013	April – 2014
Open Cases – 214	Open Cases - 117
Authorized People – 310	Authorized People - 146

## IV. SA (REST HOME)

March – 2013

April – 2014

Authorized People – 89

Authorized People - 95

## V. Application, Reviews and Changes

	March - 2013	March - 2014	NCFast March - 2014
Applications Taken	179	90	113
Applications Approved	99	46	93
Applications Denied	45	27	11
Applications Withdrawn	1	1	10
Reviews	245	234	0
Total Changes	939	726	262
Terminated	99	238	0

VI. AFDC-EA: CASWELL COUNTY DSS DIDN'T SERVED **0** FAMILIES FROM THE

**EMERGENCY DURING THE MONTH OF March 2014 totaling \$0.00**

**VII. REPORT CARD – March - 2013**

We are at 100% total for all programs: MAD – 100%, AAF – 100% MAA – 100%,  
MQB– 100% MAF – 100% MIC – 100%, MPW – 100%, NCHC 100 %

**REPORT CARD – March - 2014**

We were at 98% total in all programs: MAD - 100%, AAF – 100%, MAA – 100%  
MQB - 100%, MAF – 100%, MIC – 71%, MPW – 100% AND NCHC –100%

**VIII. Cost Calculation Report for the Month of February 2014 County Share -  
\$ 00.00**

**Cost Calculation Report for the Month of February 2013 County Share -  
\$ 21.70**

**IX. All Eligibility Workers continue to Cross Train as Universal Workers for NC FAST,  
Work Support Strategies, MAGI application and the Affordable Care Act and Open  
Enrollment.**

**Mary Harrelson, Supervisor IMSII**

**April 8, 2014**

**CASWELL COUNTY DEPARTMENT OF SOCIAL SERVICES BOARD REPORT**  
**ECONOMIC INDEPENDENCE UNIT**  
**APRIL 15, 2014**

**WORK FIRST EMPLOYMENT SERVICES:**

Employment Services staff have received no request for an extension of the 24-month local time clock for Work First Cash Assistance since the last Board Meeting.

• **Monthly AFDC/WFFA Case Profile Summary Comparison:**

	<b>April 2014</b>	<b>April 2013</b>
Total # WFFA Cases	43	50
Caseload Increase/Decrease From Previous Month	(-5) 47	(-4) 54
Child Only Cases	39 (90.70%)	40 (70.00%)
Single-Parent Cases	4 (9.30%)	18 (30.00%)
Cases Receiving Extension of Benefits	0	0
Average WFFA Payment	\$207.33	\$201.22

• **WFES / Pay After Performance / Two-Parent Case Comparison:**

	<b>April 2014</b>	<b>April 2013</b>
Total # 2-Parent Households	0	0
Caseload Increase/Decrease From Previous Month	(-0-) 0	(0) 0
Benefit Diversion Cases	0	0
Non-Able Bodied Cases	0	0
Cases Meeting Work Requirement	0	1
Cases Not Meeting Work Requirement	0	0
New Application for Assistance	0	0
Average WFFA Payment	\$0.00	\$0.00

*Please see reverse for Page 2*

**CHILD SUPPORT ENFORCEMENT:**

- **Collection Information Comparison** for the Caswell County IV-D Unit:

	<b>March 2014</b>	<b>March 2013</b>
Net Current Month Collections	\$153,204.78	\$220,771.46
Monthly Collection Goal	\$157,603.81	\$157,603.81
Net Previous Month Collections	\$152,160.18	\$135,822.12
Net YTD Collections	\$1,134,085.26	\$1,391,671.15
Collections Goal for the Year	\$1,899,737.00	\$1,891,245.70
Percentage of Goal Met YTD	59.70%	73.58%
Target Percentage of Goal Met YTD	(9 mo.) 75.00%	(9 mo.) 75.00%

- **Child Support Enforcement Court Activity Report:**

	<b>March 2014</b>	<b>March 2013</b>
Number of Cases Scheduled/Heard	55/51	59/54
New Orders for Support Entered	2	3
New Current Support Payments	\$237.00	\$424.00
New Frequencies Toward Arrears	2	4
New Frequency Payments	\$55.00	\$148.00
Orders for Arrest	1	2
Jail Sentences	0	0
Purge Amounts	\$0	\$150.00
Total Payments Collected in Court	\$2,126.00	\$2,078.00
New Paternity Cases Established	0	0
Number of Modifications Heard	8	17

**CHILD CARE SUBSIDY:**

- **Comparative Summary of Child Care Subsidy Expenditures (CCDF, Smart Start & TANF):**

<b>February Service Month Paid in March</b>	<b>2013/2014</b>	<b>2012/2013</b>
Total Monthly Payment Amount	46,631.85	\$45,520.55
Monthly Unduplicated Child Count	144	131
Total Year-to-Date Expenditures	\$384,826.80	\$462,016.35
YTD Unduplicated Child Count	195	222
Total Allocation Available to Date	\$556,631.00	\$649,193.00
Traditional Spending Coefficient (9 mo.)	92.18%	94.89%

### **Child Care Subsidy Waiting List**

The waiting list implemented on February 24, 2010 remains in effect at this time. We will be closely monitoring the funding available and the spending trends in the hopes of lifting the waiting list when it becomes feasible for us to do so. We also review our spending monthly with the Division of Child Development Subsidy Services Consultant, Belinda Thomas. As of April 7, 2014 we currently have no children on the waiting list.

**Submitted by: Tonya Breedlove    April 7, 2014**



**Social Services Board Meeting  
April 15<sup>th</sup>, 2014**

**EBT Issuance:**

**March 2014**

Issuance	\$587,405
Cases	2621
Individuals	5092

**March 2013**

<i>Issuance</i>	<i>\$517,005</i>
<i>Cases</i>	<i>2587</i>
<i>Individuals</i>	<i>5019</i>

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**Workload Report:**

**March 2014**

Applications taken	121
Applications approved	117
Applications denied	13
Overdue applications	0
Redeterminations	355

**March 2013**

<i>Applications taken</i>	<i>108</i>
<i>Applications approved</i>	<i>88</i>
<i>Applications denied</i>	<i>6</i>
<i>Overdue applications</i>	<i>0</i>
<i>Redeterminations</i>	<i>293</i>

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**Fraud Report:**

March 2014 FNS recoupments \$5,745  
1<sup>st</sup> Quarter 2014 FNS recoupments \$ 10,498

March 2013 FNS recoupments \$2,716  
1<sup>st</sup> Quarter 2013 FNS recoupments \$8,841

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**Crisis Intervention Program (CIP) Report:**

**LIEAP**

**July 1, 2013 thru June 30, 2014**

New allocations	\$4,944
Total allocations to date	\$105,365
Total CIP money used – March	\$10,868.56
Available balance to date	\$20,382.93
Applications approved	581 – March 65
Applications denied	12 – March 0

New Allocations	\$0
Total Allocations	\$150,956
Available Balance	\$56
Applications Pending	0
Applications Approved	601
Applications Denied	37

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Respectfully submitted,  
Jennifer Holt  
Income Maintenance Supervisor II

**Board Report**  
**April 15, 2014**

- During the month of March 2014 we had four new children to enter care and no children to exit care.

<b>Work Load Report</b>	<b>March 2014</b>	<b>March 2013</b>
<b>Children in DSS Custody</b>	<b>14</b>	<b>11</b>
<b>Foster Care Services for children in custody of another state/county</b>	<b>1</b>	<b>0</b>
<b>Licensure of foster and adoptive homes</b>	<b>0</b>	<b>1</b>
<b>Adoption Assessments</b>	<b>1</b>	<b>1</b>
<b>Home studies for other Courts</b>	<b>3</b>	<b>4</b>
<b>Supervision of foster homes</b>	<b>3</b>	<b>4</b>

**Training:**

Child Placement Staff did not attend any training during the month of March.

**Child and Family Services:**

\* On March 4, 2014, Neglect and Dependent petitions were filed on a 2 month old female; the child was released from the hospital on March 8, 2014. The child was placed in a licensed foster home in the neighboring county, Alamance.

\* On March 11, 2014, a Neglect petition and non secure custody was filed on a 15 month old female. The child was placed in a licensed foster care home in the county.

\* On March 14, 2014, Neglect and Dependent petitions were filed on a sibling group; a 4 year old female and a 6 year old male. The children were placed outside the county in a two parent foster home in efforts to meet one of the children's developmental needs.

\* Foster Care Workers have been placed in courtesy request rotation, within the Child Protective Services Unit. This occurs when another county makes a request for a child or parent to be seen and or questioned, during their county investigation that is located in our county. This is to assist the CPS unit with their caseload until others are hired.

Prepared By: Racquel Hughes  
Child Placement Supervisor  
April 7, 2014

# Report to the Caswell County DSS Board Child Protective Services Report for March 2014

## CPS Family & Investigative Assessments

	Mar 2014	Mar 2013
1.Total Number of Reports Accepted for Investigation	21	26
2.Total Number of Reports Screened Out	4	4
3.Total Number of Reports Referred to other Jurisdictions	1	0
4.Total Number of Treatment Cases Transferred In	2	1
5.Total Number of Intercounty Investigations	0	0
6.Total Number of Courtesy Interviews/Assists	2	3
7.Total Number of Open Investigative and Family Assessments on the Last Day of the Month	18	27
8.Total Number of Active CPS-Case Planning/Case Management Cases (families) Open Last Day of the Month	3	4
9.Total Number of Malicious Reports Received	0	0

## Other Department Information

- The Child Protective Services Unit is short another staff member. Social Worker, Christina Ragland, gave her two weeks notices mid March. Her new employment will be with Nash County DSS, being March 31, 2014. We hope her much success on her new job.
- The Child Protective Services Unit now has three vacant positions; two workers and supervision. Foster Care Social Workers transitioned into the unit to handle courtesy request that come in from other counties in efforts to assist.

Prepared by:  
Racquel Hughes  
Child Welfare Supervisor  
April 7, 2014

# Caswell County Department of Social Services

## Adult Services Board Report

April 15, 2014

### *Programs:*

	March 2013	March 2014
<b>Adult Protective Services</b>		
Number of Reports Received	5	7
Number of Reports Accepted	4	5
Number of Reports for Outreach	1	1
Number Referrals to AHS/DFS/Other Services	0	1

### **Adult Care Homes/Adult Home Specialist**

Number of Adult Care Homes	27	27
Number of Adult Care Homes Monitored	4	9
Number of Complaints Received	0	1

### **Guardianship Services**

Number of Active Cases	19	23
Number of New Cases	0	0
Number of Terminated Cases	0	0

### **Multidisciplinary Evaluations**

Number of Requests Received	2	1
Number of Evaluation completed	3	2

### **Individual and Family Adjustment Services-Representative Payee**

Number of Active Cases	20	24
Number of New Cases	0	1
Number of Cases Terminated	0	1

### **State/County Special Assistance In-Home (10 Slots)**

Number of Active Cases	9	10
Number of New Cases	0	0
Number of Terminated Cases	0	0
Number of Pending Cases	0	0

**In-Home Aide Services**

**March 2013**

**March 2014**

Number of Active Cases	8	6
Number of New Cases	0	0
Number of Terminated Cases	0	0

**Transportation Services**

Number of Clients Served	169	162
Number of Trips Provided	848	835

Transportation Costs compared to March 2013 and March 2014

	2013	2014
EDTAP	\$471.24	\$1,873.40
TTAP (5310)	\$568.10	\$ .00
Medicaid	\$11,820.32	\$11,310.20
Totals	\$13,330.90	\$13,183.60

This reflects a decrease of \$147.30 from the previous year.

***Hearings (Local Appeal Hearing & Administrative Disqualification Hearing):***

	<b>March 2013</b>	<b>March 2014</b>
Number of Requests Received	1	0
Local Appeal Hearing	1	0
Administrative Disqualification Hearing	0	0
Number of Hearings Conducted	0	0
Local Appeal Hearing	0	0
Administrative Disqualification Hearing	0	0

Respectfully submitted by Lisa H. Anderson  
Adult Services Supervisor  
April 4, 2014